

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Nevada State Office  
P.O. Box 12000  
Reno, Nevada 89520-0006

IN REPLY REFER TO:  
1270 (NV-951)P

April 11, 2000

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Instruction Memorandum No. 2000-041  
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To: BLM Employees, Nevada

From: State Director, Nevada

Subject: Policy on the Removal of Records from Nevada Bureau of Land Management Facilities

This Instruction Memorandum is to ensure that all employees are aware of regulations and laws dealing with unauthorized removal of Government records. No official, original, vital personnel records and/or non-records are to be removed from any of Nevada's facilities.

The unauthorized removal of Government records from a Bureau of Land Management (BLM) facility is unlawful and against regulations. This includes all types and forms of records, such as paper, microfilm, photographs, recordings, and electronic records. Such removal can create a potential for loss or alteration of valuable records. In addition, unauthorized removal or destruction of records can damage the credibility of the records and the BLM in the eyes of the public, oversight agencies performing audits, and in the courts in the event of litigation.

If the unauthorized removal or destruction of Federal records does occur, offices are required to notify the National Archives and Records Administration (NARA) through the Bureau Records Officer (BLM Manual 1220). Appropriate disciplinary actions may be taken against employees who remove records from the BLM facilities without authorization. Should an employee be found guilty of willfully and unlawfully concealing, removing, obliterating, destroying, or attempting to destroy records, he/she shall be fined \$2000, or imprisoned for not more than three years or both; and shall forfeit his/her office and be disqualified from holding any office under the United States Code (18 U.S.C. Section 2071(a) and (b)) (36 C.F.R. 1228.102).

Copies of records may be requested if an employee has a legitimate requirement to utilize them off-site, and the Privacy Act and Freedom of Information Act (FOIA) requirements have been met in accordance with 5 USC section 552a, 43 CFR section 2.11, 36 CFR section 1222.40 and sections 1222.42.50.

The following are the required steps for requesting documents:

1. Write a formal request stating the purpose of removal of the record; provide the full address at which the record will temporarily be located; and the date the record will be returned.
2. The request can only be approved by the State Director or his/her designee or the Field Managers or their designees. If this file is used by more than one Division on a routine basis, all Divisions involved must coordinate with each other.
3. The file must be "signed out" from the Records Managers in the state or field office.

It will be the responsibility of the Records Managers to maintain and secure these written requests and logs. The logs will be available to the State Director/Field Manager or designee upon request.

If you have questions or comments regarding this policy, please contact the Deputy State Director, Support Services at 775-861-6410, or the State Records Manager, Joanne Woodruff at 775-861-6461.

Signed By:  
Robert V. Abbey  
State Director

Authenticated By:  
Patti Webber, Staff Assistant  
Division of Support Services